

**FINAL PLAT
INFORMATIONAL HANDOUT**

**City of Shakopee
129 S. Holmes Street
Shakopee, MN 55379
952.233.9300**

Subdivision Review and Requirements –Sec. 12.03

Each subdivision shall establish the number, layout, and location of lots, blocks, and parcels to be created, location of streets, utilities, park and drainage facilities, and land to be dedicated for public use. Furthermore, any property to be subdivided which abuts a county road or state highway must be submitted to the highway authority for review. The highway department shall be allowed a minimum of 30 days to conduct its review and provide comments.

Submittal Requirements for Final Plats

Subd. 1. Documents Required. A developer shall submit the following documents to the Planner:

- A. a completed application form;
- B. a fee as specified in the fee schedule; and
- C. all required drawings and additional documentation specified below.

Subd. 2. Drawings Required. In submitting a final plat for consideration, the developer shall submit the following drawings, which are described in detail below:

- A. 12 full size copies of a drawing of the final plat;
- B. 12 full size copies of a drawing of the area plat;
- C. 12 full size paper copies and one autocad copy of construction plans for all public improvements plus 1 11x17 set;
- D. PLEASE NOTE: ALL DRAWINGS ABOVE MUST BE FOLDED INTO SETS FOR DISTRIBUTION no larger than 10" x 15"
- E. when applicable to the land being subdivided, the developer shall submit the following documentation:
 - 1. construction plans for all public improvements, including but not limited to the following:
 - a. streets, sewer mains, storm drainage facilities, sidewalks, trails, street lights, and other public improvements governed by City design criteria; and
 - b. watermains and other public improvements governed by Shakopee Public Utilities design criteria;
 - 2. any required permits or approvals, including but not limited to the following:
 - a. Minnesota Department of Transportation permit to work in the right-of-way;
 - b. Scott County permit to work in the right-of-way;
 - c. Minnesota Pollution Control Agency national pollutant discharge elimination system permit;
 - d. Minnesota Pollution Control Agency sanitary sewer extension permit; and
 - e. City street cut permit for utility installation; and

- 3. a petition for improvements intended to be constructed by the City and specially assessed under Minn. Stat. Chapter 429, if desired by the developer.
- F. One (1) electronic pdf. version of the plans (the electronic version of the plans needs to be developed for 11" x 17" printable format with sufficient detail so that all features are legible)
- G. Copies of other documentation as deemed appropriate or necessary by the Planner.

Subd. 3. All Drawings. Each drawing submitted by the developer must be on paper which is 11-inches by 17-inches or 22-inches by 34-inches, unless otherwise approved in advance by the City Engineer. Each drawing shall contain the following items:

- A. a north arrow;
- B. a graphic scale with a minimum scale of one inch equals one hundred feet for parcels under 20 acres. For parcels larger than 20 acres, the Planner may authorize a smaller scale, provided that the plat must be easily interpreted at that scale. A scale of one inch equals 50 feet is preferred;
- C. proposed lot lines; and
- D. existing and proposed street rights-of-way.

Subd. 4. Final Plat Drawing. In addition to the items listed in Subd. 3 above, a final plat drawing shall be submitted on autocad and shall contain the following items:

- A. a title block containing the name of the subdivision, "Shakopee, Minnesota", and "Final Plat";
- B. the legal description of the entire parcel proposed for final platting;
- C. the boundary of the subdivision to scale, showing angles, bearings, distances, and either showing permanent monuments or a statement that all monuments will be set within one year after recording;
- D. a sworn certification by a registered land surveyor, that the plat is a correct representation of a survey made by that surveyor, that all distances are correctly shown, that all monuments have been or will be correctly placed in the ground as shown or stated, and that the outside boundary lines are correctly designated on the plat;
- E. the name and adjacent boundary lines of any adjoining platted lands;
- F. lot and block numbers;
- G. the exterior dimensions of each lot;
- H. the location and dimensions of any existing or proposed streets, alleys, trails, and other public areas;
- I. the proposed street names;
- J. the location and dimensions of any existing or proposed permanent easements, and the type of easement;
- K. a notarized statement by the property owner and any mortgage holder dedicating all streets, alleys, trails, easements, and other public areas as follows: "Streets, alleys, trails, easements, and other public areas shown on this plat are hereby dedicated to the public.";

- L. space for certificates of approval to be filled in by the signatures of the Mayor, City Attorney, and City Clerk, in the following form:
Approved by the City of Shakopee, Minnesota, this _____ day
of _____, 20____.

Mayor

ATTEST:

City Clerk

I certify that I have examined evidence of title for this plat and recommend this plat for approval.

City Attorney

Subd. 5. Area Plat Drawing. In addition to the items listed in Subd. 3 above, an area plat drawing shall contain the following items:

- A. the name and address of the developer;
- B. the name and address of any design profession involved in the preparation of the plat, including the engineer, land surveyor, architect, planner, etc.;
- C. the date of the original drawing and all revisions;
- D. a block of zoning information including the following:
 - 1. the current zoning of the land;
 - 2. the total number of buildable lots;
 - 3. the total number of outlots;
 - 4. the total acreage included in the final plat, in tenths of an acre;
 - 5. the total acreage of street right-of-way, in tenths of an acre;
 - 6. the total acreage of areas intended to be dedicated for public use, other than streets, alleys, pedestrian ways, and utility easements;
 - 7. the total acreage of outlots;
 - 8. the minimum lot depth in the subdivision;
 - 9. the minimum lot depth under the zoning ordinance; and
 - 10. the minimum lot width in the subdivision at the front building setback;
- E. the area of each lot in square feet;
- F. the property lines and PID numbers of all parcels of land within 100 feet of the parcel proposed for subdivision;
- G. the location and dimensions of any existing or proposed temporary easements, and the type of easement;
- H. the location and dimensions of any existing or proposed sidewalks or trails not otherwise shown in an easement;
- I. the location of any existing structures which are intended to remain after final plat recording; and
- J. building setback lines.

Subd. 6. Common Interest Community Subdivisions. In addition to the items listed above, in Common Interest Community subdivisions the developer shall provide the following:

1. evidence that perpetual access is provided to each unit;
2. evidence that a perpetual easement or other access is provided for utilities to each unit;
3. evidence that a perpetual easement or other egress is provided for storm water drainage from each unit; and
4. evidence that perpetual maintenance of common areas is provided for.